



United States Department of the Interior
BUREAU OF LAND MANAGEMENT
Wyoming State Office
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In Reply Refer To:
1382 (WY-953) P

November 2 , 2007

Instruction Memorandum No. WY-2008-008
Expires: 09/30/2009

To: All Wyoming Employees
From: Acting Associate State Director
Subject: New Method of Making Government Travel Arrangements **Effective 11-05-2007**

Program Area: Travel

Purpose: The purpose of this Instruction Memorandum (IM) is to provide direction for employees making Government travel arrangements. Beginning on November 5, 2007, Northrop Grumman's [GovTrip](#) (a self-service stand-alone on-line booking engine) becomes the official provider for making Government travel reservations. [GovTrip](#) provides Department of the Interior travelers the ability to create, change, and view official air, car, and hotel reservations via the internet. Access to full service travel agents will also be available.

Policy/Action: All BLM employees will begin using [GovTrip](#) as of November 5, 2007.

The lead Federal Agency Travel Administrator's for Wyoming are Terri Trevino and Janet Edmonds. Their duties will include creating user profiles, maintaining the database, and assisting employees learn to use the system.

Before an employee may use [GovTrip](#), they must:

1. Have a user profile created by lead Federal Agency Travel Administrator
2. Log into [GovTrip](#) and unlock user profile
3. Update user profile with their Government charge card and contact information.

All Wyoming permanent employees who were onboard as of October 1, 2007, have already had their user profiles created. New employees, when applying for a Government travel charge card, must complete the [GovTrip User Profile](#) (attached) and submit a copy to Terri Trevino or Janet Edmonds to have a new profile created.

A Wyoming BLM Travel website has been created and contains a variety of information regarding [GovTrip](#). The website is located at <http://web.wy.blm.gov/950/travel/>

Two 10 minute power point trainings have been created which provide step-by-step instructions for using [GovTrip](#). The first training is “[1st Time Log-in to GovTrip](#)” and the second training is “[Making Travel Arrangements](#).” These power point trainings are also found at <http://web.wy.blm.gov/950/travel/>. Before attempting to access [GovTrip.com](#), employees are required to view these power point trainings.

At the State Office, assistance with [GovTrip](#) will also be provided by Jessica Camargo (WY910), Sheri Latham (WY920), Carolyn Hert or Donna Nye (WY930) and Rudy Torres (WY950). In the Field Offices, zoned assistance will be provided by Rose Montanez (Worland), Bev Forrest (Rawlins), Ron Giles (Rock Springs), and Silva Hardy (Casper).

The processes for arranging travel related to fire have not changed. Use the same phone number to access [GovTrip](#) agents when making arrangements for fire crews as you used for CWGT.

Time frame: This IM is effective immediately.

Budget Impact: No budget impact at the time of transition to [GovTrip](#).

Background: On July 31, 2007, the Department of the Interior (DOI) announced the award of the E-Gov Travel Task Order to Northrop Grumman as the DOI’s travel management service provider. By November 30, 2007, all of the DOI must be migrated from CWGT E2 Solutions travel management services to the Northrop Grumman [GovTrip](#) travel management services. The BLM will migrate the weeks of November 5 and November 12, 2007.

Manual/Handbook Sections Affected: None.

Coordination: This IM was coordinated with Human Resources and the Business Manager.

Contact: Please direct questions or comments to Terri Trevino, 307-775-6020 or Janet Edmonds, 307-775-6007.

Signed by:
James K. Murkin
Acting Associate State Director

Authenticated by:
J. Camargo, Secretary
State Director's Office

1 Attachment:

1 - *GovTrip User Profile (1 p.)*

GovTrip.com User Profile

*Required Fields

*Official Traveler Name: (as shown on your driver's license or other ID used to check in at the airport)	
*Last 4 digits of SSN:	
*Organization Code/Office Name:	
*Email Address: (if do not have government email, provide a personal email address)	
*Office Address:	
*Are you a travel arranger?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are a travel arranger, list all travelers or organizations you will be preparing travel documents for. (use back if necessary)	
*Will someone else be preparing your documents?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, who?
Traveler Signature:	
Date:	
Approving Official:	
Date:	

<i>System Administrator Use Only:</i>	
Organization code:	
Unique Employee Identifier	
Permission Level	
Date Entered	
Entered by	